

Use of word processors for examinations at Lampton School

The use of a word processor for examinations is only permitted if it is the normal way of working (a requirement of the Joint Council for Qualifications). Normal way of working means both in the classroom and in internal tests or mock examinations. Examples of where a candidate would be using a word processor as their normal way of working include:

- A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisational problems when writing by hand
- Poor handwriting

A word processor **cannot be used** in an examination because the student wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop or computer at home.

A word processor may be granted to a student who has a temporary injury or impairment, e.g. broken arm. In this case the normal way of working test would not be required, but medical evidence may be requested.

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